



POSITION DESCRIPTION

Title: Development Officer
Reports to: Vice President Philanthropy

The Jewish Community Foundation strengthens and protects Greater Hartford's Jewish community by building a permanent pool of charitable dollars provided by generous donors who share our vision of a strong, resilient, creative and joyous community for generations to come.

In fiscal year 2022, JCF awarded 1,142 grants totaling \$4.4 million. Of these, \$3.3 million in grants were awarded to local Jewish organizations and \$1.1 million in support was granted to Jewish and secular organizations in Greater Hartford, across the United States and around the world. The Foundation has approximately \$160 million in assets under management.

Working at JCF is a wonderful opportunity for someone who wants to work for the "Greater Good" in a friendly and supportive environment, comprised of 11 highly talented, passionate and diverse professionals from different backgrounds, cultures, and faiths.

Position Summary: The Development Officer is a member of the Foundation's development team, which is responsible for obtaining endowment and legacy gifts. S/he will identify, cultivate, solicit and steward gift prospects and donors, as well as encourage strong partnerships with community-based organizations. S/he is responsible for developing strategies to engage donors, secure gifts, and create meaningful community-based partnerships. The Development Officer is expected to use technologies and information management systems to advance philanthropy and legacy administration at the Foundation.

The Development Officer will be detail oriented and skilled at project management. S/he be expected to take strong initiative and work independently, meet critical deadlines, assist the finance department with campaign reporting, be proactive, provide strategic feedback to the development team, and demonstrate a high degree of judgement and discretion in the handling of materials and information of a confidential nature.

The Development Officer will help foster a spirit of cooperation and responsiveness in line with the mission and goals of the Foundation and ensure an exceptional level of customer service with all constituents.

Essential Duties & Responsibilities:

Community Endowment Building/LIFE & LEGACY (60%)

- Oversee agency and synagogue participation in LIFE & LEGACY, including coordinating a quarterly reporting process, submitting all required documents to the Harold Grinspoon Foundation, planning and executing all local trainings, events and meetings, community marketing efforts and connecting with other LIFE & LEGACY leadership gatherings or networking events
- Coach, mentor and motivate legacy teams consisting of professional and lay leadership
- Work with a portfolio of prospects from top performing organizations participating in LIFE & LEGACY to obtain legacy commitments and endowment gifts
- Track goals and markers of progress and generate reports on success of LIFE & LEGACY
- Oversee maintenance of LIFE & LEGACY prospect and donor contacts and records in database
- Plan and implement annual community legacy donor recognition event



Donor Cultivation (20%)

- Work closely with the Vice President of Philanthropy to identify, cultivate and solicit current and future gifts from prospective and existing donors
- Plan and manage prospect/donor cultivation, recognition, and educational events to further Foundation initiatives

Programming and Stewardship (20%)

- Work with the Vice President of Philanthropy, Marketing Director, and development team to oversee and implement stewardship strategies that strengthen long-term relationships with donors
- Staff the Lillian Fund, the Foundation's giving circle of women supporting women and children, including overseeing giving circle campaigns, marketing, communications and events
- Manage the Foundation's Donor Appreciation Event
- Review stewardship plan annually and update as needed
- Review acknowledgements weekly
- Develop and implement programs to connect donors with non-profit partners
- Develop and implement programs to educate donors about current needs and challenges facing community members and organizations

Qualifications:

- 5+ years of professional experience working with major gift donors in a "relationship management" field
- Knowledge of the Jewish philanthropic community and the ability to engage various demographic groups, preferred
- Experience and comfort engaging with high-net-worth prospective donors
- Excellent analytical and creative skills in developing cultivation strategies
- Self-starter with the confidence and maturity to work well in a team-driven environment
- Entrepreneurial spirit with a high energy level
- A proven track record of success in the cultivation, stewardship, and closing of gifts from individual major donors and foundations, or transferrable relationship management skills a plus
- Effective communicator with demonstrated excellence in writing and verbal communication

Compensation: Salary range is \$60,000 to \$75,000, depending on **qualifications** and **experience**, plus a comprehensive package of benefits, including health, dental, vision, and life insurance; retirement match; and 20 vacation days, 3 discretionary, 7 sick days and national and Jewish holidays.

The Jewish Community Foundation of Greater Hartford is an equal opportunity employer; all are encouraged to apply.

To Apply: Please send a cover letter and resume to jobs@jcfhartford.org.